

National Archives and Records Service
Washington, D.C. 20408



APR 7 1971

Mr. John W. Coffey
Deputy Director for Support
Central Intelligence Agency
Washington, D. C. 20505

Dear Mr. Coffey:

The tenth annual Records Management Officer's Conference will be held on May 5 through May 7, 1971. These conferences, sponsored by the General Services Administration, are designed to provide an opportunity for Government records managers to review program progress and discuss future plans.

The sessions for this year's conference will include state-of-the-art reports and the technological trends in the paperwork management field. Agency problems will be discussed by the participants with a view to developing specific courses of action and establishing goals and objectives for the forthcoming and future years.

STATINTL

We hope that your agency will be represented at this conference. We believe that you and Mr. [REDACTED] would find the conference most useful. If you would prefer to send different or additional representatives, of course, they will be welcome.

The conference site will be the Chamberlin Hotel at Fort Monroe, Virginia. The only cost to your agency will be the travel and per diem expenses of your representatives.

Sincerely,

JAMES B. RHOADS
Archivist of the United States